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From: Kathleen Hamilton <jean.g@economy.gov.ru>
Sent: Tuesday, February 19, 2013 11:55 AM
To: Hanchett, James (DPH)
Subject: Equal opportunity.

POSITION: Customer Assistant

COMPANY INFORMATION:

ARK Bureau is proud to have an impressive quantity of visitors throughout the United Kingdom of Great Britain and Northern Ireland, Poland, France and Germany for 15 years.

The enterprise was registered by Lorinda Rogers, a gifted architect of Canadian origin. From the very first steps, ARK Bureau.s vision for design and construction was based on wholistic approach, dealing with both building and landscape design. That concept has always meant the highest quality for our clients. That.s exactly why ARK Bureau can enjoy a strong loyalty from the past customers.

Now we have open vacancy in the U.S.: Customer Assistant

RESPONSIBILITIES:

- Work with payments from visitors;
- Filing invoices, statements and associated documents;
- Meet and exceed performance and time management objectives;
- Other duties in the office.

PERSONAL SKILLS:

- Ability to communicate with customers of all ages and tastes;
- Stable problem solving and planning skills;
- Good computer & Internet user.

HOW TO APPLY:

Make sure you send you Resume to: managerark@ymail.com